



**AGENDA
PARKS AND RECREATION ADVISORY COMMITTEE
REGULAR MEETING
AUGUST 4, 2023
5:00 PM
CITY HALL COMMISSION CHAMBERS
204 ASH STREET
FERNANDINA BEACH, FL 32034**

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. PLEDGE OF ALLEGIANCE**
- 4. APPROVAL OF MINUTES**
 - 4.1 July 2023 Regular Meeting Minutes
- 5. PUBLIC COMMENT REGARDING ITEMS NOT ON THE AGENDA**
- 6. DISCUSSION ITEMS**
 - 6.1 Bosque Bello Cemetery Fencing Project - *Seeking consensus*
- 7. STAFF COMMENTS**
 - 7.1 Project Updates
- 8. BOARD MEMBER COMMENTS**
- 9. ADJOURNMENT**

All members of the public are invited to be present and be heard. Persons with disabilities requiring accommodations in order to participate in this program or activity should contact the City Clerk at 904-310-3115 or TTY/TDD 711 (for the hearing or speech impaired).

The Parks and Recreation Advisory Committee met for a regular meeting on Tuesday, July 11, 2023 at 5pm located in Commission Chambers at City Hall 204 Ash Street. Present were Vice-Chair Cocchi, Chair Camera, Member Mountjoy, Member Norris, Member Burrero.

1. CALL TO ORDER

2. ROLL CALL

3. PLEDGE OF ALLEGIANCE

4. APPROVAL OF MINUTES

4.1 June 2023 Regular Meeting Minutes

Vice Chair Cocchi made a motion to approve the June 2023 regular meeting minutes, second by Member Norris; All Aye.

4.2 June 2023 Special Meeting Minutes

Member Norris made a motion to approve the June 2023 special meeting minutes, Second by Vice Chair Cocchi; All Aye.

5. PUBLIC COMMENT REGARDING ITEMS NOT ON THE AGENDA

No public comment

6. DISCUSSION ITEM

6.1 Bosque Bello Fencing Design

Catherine Vorrasi, Parks and Recreation Director, reviewed with the committee that a bid was awarded to MAE Contracting to complete various fencing projects throughout the city, one being the cemetery. Ms. Vorrasi began to walk the committee members through the parks and recreation staff's recommendations. Ms. Vorrasi hosted a zoom meeting with the Friends of Bosque Bello to present her proposed fencing design for the cemetery fence and emailed those who were unable to attend the meeting. She then walked the committee through the following timeline, next, she will meet with the Restoration Foundation on Wednesday, July 19 and then on Tuesday, August 1 present to the City Commissioners for final approval. The other fencing projects are not following this approval process as they are going to follow the same footprint that stands now, staff is taking extra time on the cemetery fence project to make sure there is consensus among all the different interest groups.

Ms. Vorrasi presented a drawing of the proposed cemetery fence.

Referenced were:

A decorative fence at Magnolia and Pine

A decorative fence at the Main entrance off 14th St. 12 ft Gate

Other standard gate options at Pine, Oak and Cedar

Ms. Vorrasi presented the design concepts for the fence.

PRAC MINUTES

07/11/2023

The gates would be manual, parks and recreation staff would be responsible for opening and closing. The main purpose of the cemetery fence project is security from vehicular traffic, that is why a 6ft fence is recommended.

Ms. Vorrasi asked the committee if they had any questions at this time.

Vice Chair Cocchi asked if when Ms. Vorrasi referenced security she meant as a deterrent, it is not secure. The fence is not preventing people from accessing the cemetery on foot. There is a substantial path that has evolved by the road that heads towards Old Town that the parks division is going to address that to deter people from entering the cemetery through the wooded area. The fence is being proposed to protect the cemetery from vehicular traffic. Currently at night the cemetery is open for anyone who would like to access it at night by vehicle causing damage throughout the cemetery.

Ms. Vorrasi presented the quote of roughly \$78,000 by MAE Contracting for all the fence and gates.

Vice Chair Cocchi asked if this project was budgeted for, Ms. Vorrasi explained there is a line item in the budget in the parks and recreation general improvement account. Staff had determined that there were multiple fence improvements needed throughout the city including: the baseball field, football field, the skate park, Veterans Memorial Park, the multipurpose court and the cemetery where fencing is rusting, broken or there is no fence at all and needs a fence for security. Instead of individualizing each project the scope went out to bid. Vice Chair Cocchi asked if this would qualify for impact fees since it is a new fence. Ms. Vorrasi replied that we have the funds for this in our budget and we could use impacts fees elsewhere.

Ms. Vorrasi stated, Staff is seeking consensus on a 6ft style picket fence and placement of the fence. Should staff continue moving forward on meeting with the Restoration Foundation and City Commission?

Member Mountjoy made a motion to support the fencing project at Bosque Bello, Second by Member Norris, All Aye.

Eric Bartelt-City Resident- Presented an alternative proposal to the committee.

Member Mountjoy asked if the results of the survey are needed before a decision is made.

Ms. Vorrasi is asking for a greenlight to put in a fence, the gates are open for discussion, staff is not recommending a service road concept. If the committee is interested in the service road concept a survey would have to be conducted which would cost money. Staff are not going to order a survey if the community does not want a fence.

Chair Camera asked if anyone from friends of Bosque Bello had any input on the height of the fence. Ms. Vorrasi said the consensus was that they liked the height of the fence.

PRAC MINUTES

07/11/2023

Vice Chair Cocchi made a motion to recall the last motion to have more discussion, Member Norris Second; Passed 4:1

Member Norris ever since I've been on this board money has been an issue, suddenly, we could have \$10,000 or more and that's not being considered. I would hate to back out of a contract and make them rebid because of PRAC nickel and diming.

Member Mountjoy asked if other heights were considered.

Ms. Vorrasi said the staff recommended a 6 ft fence and the number of gates, as discussions are had, and if anything is changed the price would be less not more.

Member Norris would be in favor of approving the fence at 6ft with the condition that commission looks at other height options.

Vice Chair Cocchi agreed anywhere costs could be saved the board has responsibility to do that. There is a sensitivity around this property and what goes on there, this is people's final resting place, I don't think this is something we want to get wrong.

Ms. Vorrasi agreed with Vice Chair Cocchi regarding the sensitivity and stated that is why the staff is taking extra steps on this project.

Chair Camera stated we are faced with vandalism and security is what people are looking for, for their loved ones and when they are visiting. Giving someone the least option for scaling something to them, is the best option out there. We need to come up with the best option for the future.

Vice Chair Cocchi wants to reiterate that we use the right language this fence is a deterrent not secure.

Member Norris asked if Friends of Bosque Bello were ok with closing the other two roads. Ms. Vorrasi confirmed Friends of Bosque Bello had no mention of those roads.

Vice Chair Cocchi based on all the options presented tonight she does not feel comfortable approving this project without driving the cemetery herself.

Vice Chair Cocchi made a motion to have the survey completed to see if there is another option of where the fence is placed that may impact the amount of fencing that is required. To then do the diligence of what each height of fence looks like and then come back for a vote before it goes to City Commission; Second Member Norris, Passed 4:1

7. STAFF COMMENTS

7.1 Project Updates (Fencing, renovations, awarded bids, upcoming bids, etc.)

Ms. Vorrasi updated the board on the following projects:

Publics works is renovating the Atlantic Recreation Administrative offices so that all staff can be together.

PRAC MINUTES

07/11/2023

The Atlantic shade structure at the kiddie pool is being worked on now. Flooring going in at the Babe-Ruth Concession stand by public works. Five outdoor fitness equipment pieces will be installed at the Martin Luther King Jr. Recreation donated to us by the Health Department. We are waiting on a timeline.

Fencing projects:

- Next week parks will be expanding the footprint at Veterans Memorial Park and MAE Contracting will redo the fence.
- At the end of July, the fence will be redone at the Central Park baseball and football fields.
- We are waiting on material for the Skate Park, slated to start August/September.
- Fencing at Sunrise Park will be redone.
- Fencing at the Main Beach Multipurpose Court will be redone.

The weight room at Atlantic Recreation Center has had some inconsistent hours due to staffing. We are having a card access system installed so members will have access to the fitness center without the need for staff.

Bids have been advertised for a rebounder ball wall for tennis and lacrosse at Central Park.

Bids advertised for fixing structures at Skate Park.

7.2 Webpage Redesign - Now LIVE and nearing completion

A new website tab Parks and Recreation 2.0 was presented.

8. BOARD MEMBER COMMENTS

Member Borrero stated we may have a female skater going to the Olympics. He would like awareness to be raised.

Vice Chair Cocchi thanked Member Chapman for his service on PRAC committee.

There are two vacancies on the committee.

Chair Camera asked to move the September 12 meeting to September 11 at 5pm.

Chair Camera appreciates the diligence of the board and is happy we agree to do the best for the community. He thanked Member Chapman for his service on the board and City Commission.

9. ADJOURNMENT

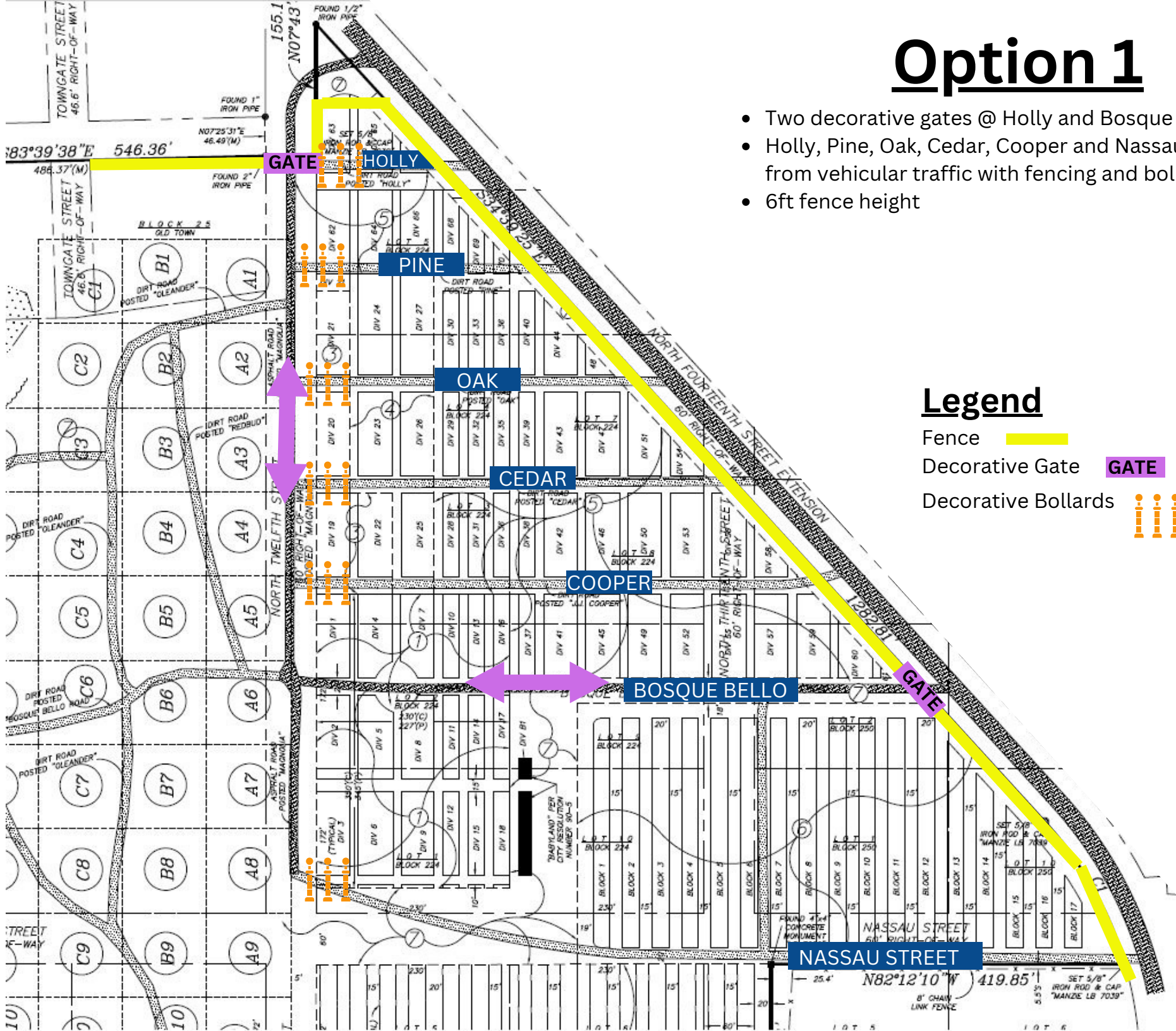
Meeting adjourned at 6:18pm

Option 1

- Two decorative gates @ Holly and Bosque Bello
- Holly, Pine, Oak, Cedar, Cooper and Nassau blocked from vehicular traffic with fencing and bollards
- 6ft fence height

Legend

- Fence 
- Decorative Gate **GATE** 
- Decorative Bollards 



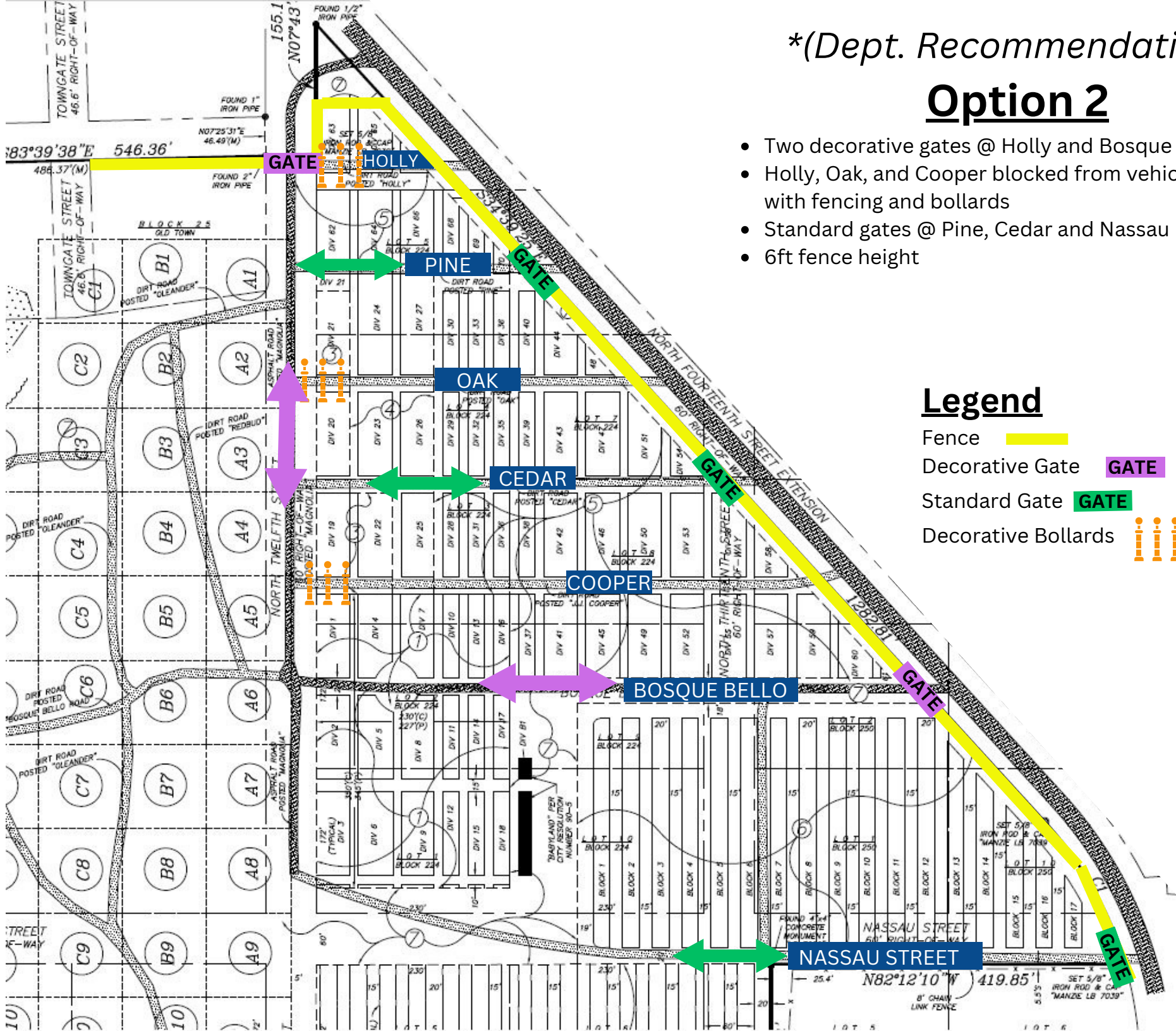
(Dept. Recommendation)

Option 2

- Two decorative gates @ Holly and Bosque Bello
- Holly, Oak, and Cooper blocked from vehicular traffic with fencing and bollards
- Standard gates @ Pine, Cedar and Nassau
- 6ft fence height

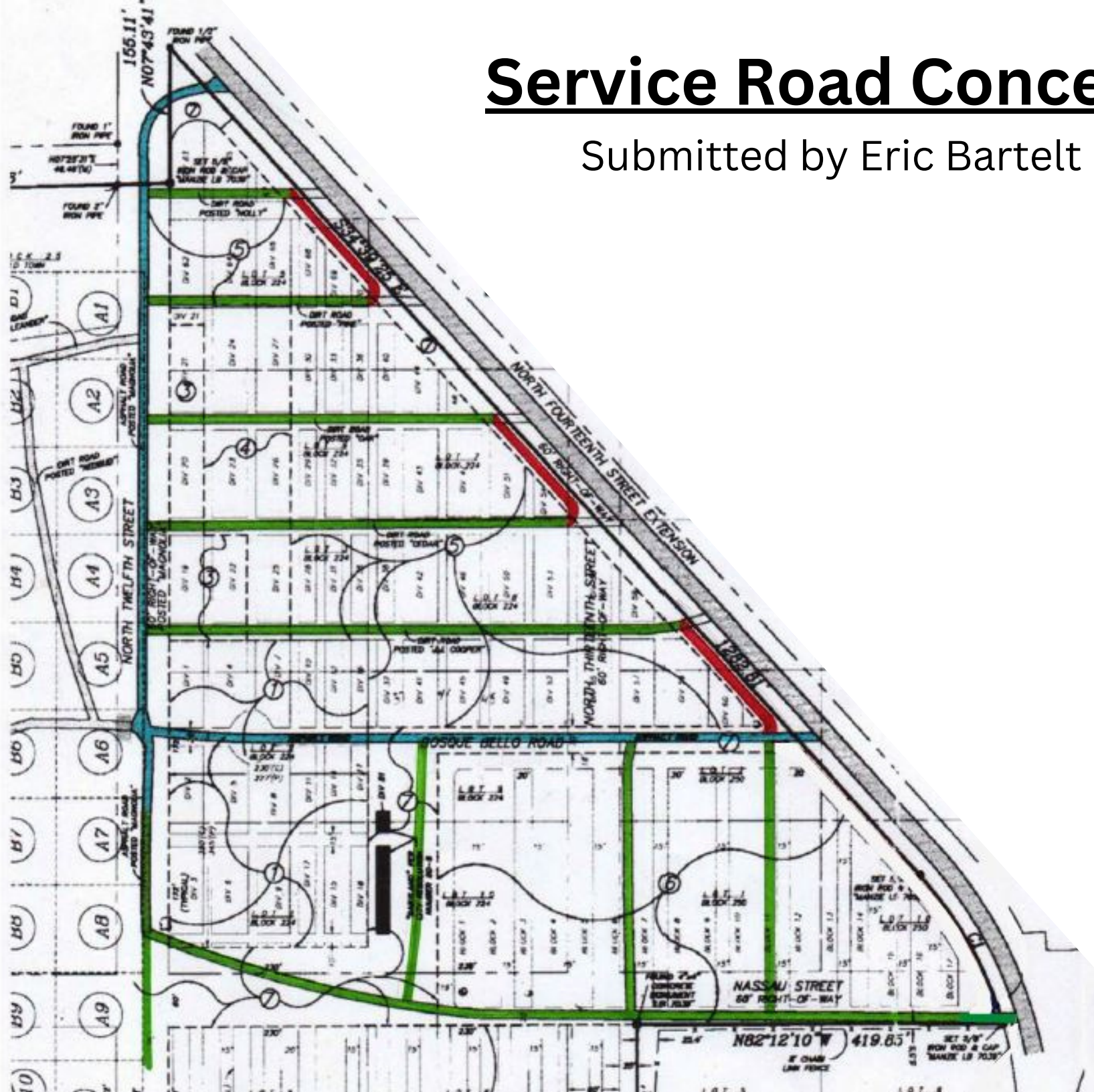
Legend

- Fence 
- Decorative Gate 
- Standard Gate 
- Decorative Bollards 



Service Road Concept

Submitted by Eric Bartelt



Bosque Bello Cemetery

Fencing Design Concepts for Discussion

6ft black aluminum picket style fencing



Two (2) Main Gates:



Belle Arch

Four (4) Standard Gates:



Custom Sign Options (separate from the fencing project funding) – Possible Phase 2





FENCE PROPOSAL

Number: 2023-

Page: 1

<https://www.facebook.com/maecontracting20>

From: M.A.E CONTRACTING, LLC
542749 US HWY 1
Callahan, FL 32011
904-507-2632

Date: 6/20/2023
Attn: Catherine Vorrasi

PROPOSAL SUBMITTED TO: ITB # 23-13

Name: City of Fernandina Beach, FL

Job: Bosque Bello Cemetery
1321 N 14th Street
Fernandina Bch., FL 32034

Phone: 904-468-0563

Email: cvorrasi@fbfl.org

Street: 2500 Atlantic Blvd.

City: Fernandina Beach

State: FL Zip: 32034

M.A.E Contracting, LLC proposes to furnish all materials and perform all labor necessary to complete the following:

1.	Provide and install 1,395' of 6' Press Point Aluminum 3-rail fence @ \$45.00	\$62,775.00
2.	Provide and install (2) 24' Double Drive Gates Gate Posts 6"x6"x9'; .250 Wall Gate will be arched with Press Point @ \$3,689.00 per gate	\$ 7,378.00
3.	Provide and install (4) 12' Double Drive Gates @ \$1,953.00 per gate	\$ 7,812.00
4.		
5.		
6.	TOTAL	\$77,965.00
7.	50% DEPOSIT	-0-
8.	BALANCE	\$77,965.00

All the work is to be completed in a substantial and workmanlike manner for the sum of **SEVENTY-SEVEN THOUSAND NINE HUNDRED SIXTY-FIVE DOLLARS AND 0/100 CENTS. (\$77,965.00)**

Any alterations or deviation from the above specifications involving extra cost of material or labor will be executed upon written order for same and will become an extra charge over the sum mentioned in this contract. All agreements must be made in writing.

Authorized Signature

Michael Ethridge

Michael Ethridge/904-866-8477

ACCEPTANCE

You are hereby authorized to furnish all materials and labor required to complete the work mentioned in the above proposal for which **(SIGNED)** agrees to pay the amount mentioned in said proposal and according to the terms thereof.

SIGNATURE _____

DATE _____

By the execution of this document, Buyer acknowledges that he/she has read and understands the terms and conditions set forth. Seller shall not be responsible for, and Buyer shall hold harmless M.A.E Contracting, LLC from any and all damages or liabilities resulting from any cut or damaged lines including, but not limited to, gas, water, sprinkler, electric, telephone, fiber optic, cable. Buyer shall comply with all applicable statutes and codes relating to the location of utility lines.

_____ (Customer Initial)

Unless otherwise agreed upon by the Seller and Buyer, the buyer acknowledges that he/she is responsible for any and all Plans, Surveys, Permits, and any other necessary services outside of the scope of work that is described and agreed upon in this document. _____ (Customer Initial)